



**BOSE INSTITUTE  
KOLKATA**

R/ 2823 /2019

Date: 20.12.2019

**CIRCULAR**

In continuation of this Office Notice No. R/596/2017 dated 19.05.2017, all academic and non-academic (both administrative & technical) staff of Bose Institute are informed that, while submitting any representation or grievance either to the institute authorities or other authorities outside the institute, following CCS (Conduct) Rule, 1964 should be followed strictly:

- I. Any representation or grievance of a Government Servant should be addressed to his / her immediate official superior or Head of his office or authority at the appropriate level who is competent to deal with the matter in the Organization.
- II. Such submission of representations directly to other authorities by passing the prescribed channel of communication has to be viewed seriously attracting the provision of Rules 3(i)(iii) of the Central Civil Service (Conduct) Rules, 1964. Appropriate disciplinary action should be taken against those who violate these instructions. This would include all forms of communication including through email or public grievances portal etc.
- III. Representations by relatives of Government servant is also treated as outside influence attracting the provision of Rule 20 of CCS (Conduct) Rules, 1964 prohibiting employees from bringing outside influence in respect of matter pertaining to his service matter.

Apart from above rules, other CCS (Conduct) Rules, 1964 in vogue and amended from time to time shall also be applicable to all staff members of the Institute for their conduct on duty in the Institute. Non adherence of Conduct Rules shall invite disciplinary action against erring employees as per rules in vogue.

*Anup Kumar Misra*  
(Prof. Anup Kumar Misra) 20/12/19  
Registrar (O)  
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**Distribution:**

1. The Director, BI – for kind information
2. All Chairmen / Head / In-charge of Department / Division / Section – with a request to kindly circulate this to all academic & non-academic staff under their control
3. Professor-in-charge SAIF / PD Lab / CAPSS (Darjeeling & Salt Lake) / MEF / FEF / SEF
4. All academic & non-academic staff
5. Dy. Registrar
6. Librarian / AR / AO / A&FO / Workshop Supdt
7. Mr. Tarun Maji (AR, MC) / Overseer Cell
8. Mrs. Arpita Bose – to upload on BI Intranet
9. Director's Office / Registrar's Office / Master file



BOSE INSTITUTE  
KOLKATA

17 AUG 2017

R/ 173/2017

20.07.2017

CIRCULAR

In partial modification of Bose Institute Grievance Procedure as notified vide this Office Notice No. R/596/2017 dt. 19.05.2017, the Director (Oftg.), BI is pleased to amend the constitution of Local Grievance Committee to the extent as mentioned below:

Existing guidelines	Amended guidelines
i) Chairman/Head of the concerned department/section/division as Chair, LGC	Chairman of the LGC shall be nominated by the Director, BI

Other contents of the BI Grievance Procedure shall remain unchanged.

  
(Prof. S.R. Sikdar)

In-charge, Registrar's Office

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1. The Director, BI, for kind information
2. All Chairmen/Heads of all Scientific Departments/Sections/Divisions - with a request to kindly circulate this to all faculty and non-academic staff members of their respective dept/section/div.
3. Scientist-in Charge, Bioinformatics Centre/Professor-in-Charge, CAPPs & Space Science Programme at Mayapuri, Darjeeling (Fax No. 0354-2253983/7281)/ MEF/In-Charge, SAIF/CAPPs at Salt Lake Campus/P.D. Lab
4. All faculty and Non-Academic staff
5. Dy. Registrar
6. A.O/A&FO/AO-I/AR/Workshop Supdt./Incharge, Library
7. Sh. Tarun Maji (OS, MC)/Overseer Cell (MC/CB)
8. Registrar's Office
9. Office Order File/Master File



BOSE INSTITUTE  
KOLKATA

R/ 596 /2017


Dated: 19.05.2017

**NOTICE**

All academic and non-academic (including technical) staff of Bose Institute are informed that, the Director (Oftg.), BI is pleased to implement “**Bose Institute Grievance Procedure**” in the Institute for redressal of grievance of any employee affecting him/her individually in any matter relating to his service in Bose Institute excepting Promotion, Disciplinary, Vigilance and Court matter.

**Bose Institute Grievance Procedure** shall come into effect from 22.05.2017.

Detailed guidelines regarding **Bose Institute Grievance Procedure** are available in [www.intranet.icbose.ac.in](http://www.intranet.icbose.ac.in).

  
(Prof. S.R. Sikdar)  
Incharge, Registrar's Office

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8. Sh. Tarun Maji (OS,MC)/Overseer Cell (CB/MC)
9. Sh. Sanjib K Gupta, TO (BIC) to upload on Bose Institute Intranet
10. Registrar's Office/Master File